

Date: September 28, 2026

Tender Title: "RFQ (Request for Quotation) for Renovation work of ATM Booth at Police Headquarter.

Tender Ref: "CBBL/GSD/RFQ/2026/0074"

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59th Schedule Bank of Bangladesh. For Renovation work of ATM Booth at Police Headquarter. BOQ, lay-out (proposed) are attached herewith as your ready reference.

- ✓ Only relevant enlisted vendors shall be eligible for submission of their financial offer.
- ✓ No advance will be allowed in this regard.
- ✓ 10% of the actual payable bill shall be retained at Head Office for 01 (one) year after completion of the works (if work order value is above BDT 50,000.00).
- ✓ All price/ rate should be inclusive of Carrying Charge, Installation Cost and related Materials, VAT and Tax which will be deducted from source during payment of final bill after satisfactory completion of the works.

You are requested to submit (HARD COPY) your financial offer in a closed envelope as per specification within 12.00 P.M. on October 04, 2026. At Bank's discretion, any bidder can be declared as non-responsive if any inconsistency is found or vendor's do not have sufficient strength to carry out the works.

TENDER SUMMARY

1	Tender Reference No	CBBL/GSD/RFQ/2026/0074
2	Date Of Tender Document	28.09.2026
3	Last Date for Submission Of Tender	04.10.2026 at 12.00 P.M.
4	Date Of Opening of Financial Bid	Will be opened through Tender Opening Committee
5	Cost Of Tender Document	Free of Cost

Special Terms and Conditions

- A. **Engagement of a dedicated Engineer:** The supplier shall assign a qualified and experienced Engineer dedicatedly to supervise and coordinate the entire renovation work. The assigned Engineer shall remain responsible for ensuring proper execution, quality control, and compliance with the approved specifications throughout the project.
- B. **Submission of Personnel Details:** As the renovation work will be carried out at **Police Headquarters**, the supplier must submit a complete list of all personnel proposed to be engaged in the work, along with a photocopy of each individual's **National ID (NID)**, prior to commencement of the work. Only personnel approved by the concerned authority shall be permitted to enter the premises and perform the work.
- C. **Work Schedule and Access:** The work will be carried out within **Police Headquarters**. Therefore, the working days and hours shall be determined by the concerned authority of Police Headquarters. The supplier shall strictly comply with the prescribed schedule and shall arrange all manpower and resources accordingly. No work shall be carried out outside the permitted working hours without prior approval from the concerned authority.

General Terms and Conditions:

- 1) **Financial Offer/Price/Quotation:** The quoted price should include applicable VAT & TAX. The rate shall be as per Government circular. The bidder shall have to submit the price in their Company Pad and Envelope.
- 2) **Work Location/Delivery Place:** Police Headquarter ATM Booth (06 phoenix Road, Fulbaria, Dhaka).
- 3) **Time Of Completion** : As per Bank Notification, Maximum 15 [Fifteen] Working days from the date of issuing written work order.
- 4) **Period of Maintenance:** 12 [Twelve] months from the date of issue of final certificate of completion by the authority.

**General Services Division
Head Office, Dhaka**

- 5) **Payment Terms:** Payment will be made after each completion the job at actual quantity upon submission of the bill with work order & noc from the deployed location which is duly signed by authorized personnel (Name & Seal, if available). Payment will be made through the Bank Account only.
- 6) **Qualification of Contractor:** The Tenderer must have experience in completion of work(s) of this nature interior decoration works in Banking Industry of 02 (two) schedule Banks which must be executed by the contractor. All experiences must be backed by with proper documentation (i.e. work order, completion certificate) from respective banks. Need to submit with price quotation.
- 7) **Purchaser's Right:** The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. Considering the Experience, quality and other factors the purchaser is not obliged to purchase the lowest offer at all. The purchaser reserves the right to share the Bidder's response to this RFQ with its advisors and purchaser Business Units. Purchaser reserves the right to conduct negotiations with one or more Bidder and / or accept the Bid without any negotiations.
- 8) **Site Clean-up:** The site must be kept clean and hazard-free during and after the work. Any debris or leftover materials must be cleared within 24 hours after job completion.
- 9) **Required Content of the Quotation:** Quotation must be submitted as per prescribed form as instructed below:
 - i. Proposal must be addressed for "Chairman Purchase Committee" of Community Bank Bangladesh PLC.
 - ii. Complete Proposal / Offer must be signed with date by the authorized representative of the company.
 - iii. Must mention the subject line "RFQ (Request for Quotation) for Renovation work of ATM Booth at Police Headquarter. RFQ: "CBBL/GSD/RFQ/2026/0074" in top of the Envelope.
- 10) **Quotation Validity:** Offer validity period shall be at least for 03 (three) months from the Quotation submission/ closing date. Details discussion/terms & condition will be available in Work Order (WO).
- 11) **Disqualification:** Manipulation or any kind of unusual approach or failure to submit the proposal/ offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.
- 12) **Sample/Presentation of Company Profile:** Bank may ask mock test/ presentation of bidder's present and previous works before selection of any vendors which is FOC (Free of Cost).
- 13) In the event of supply of any items, which do not match with the required specification, quantity or sample's quality or is of substandard quality, the Bank reserves the right for outright rejection of the works/product, and the supplier will have to do the works/supply the product again with their own cost with acceptable quality within 30 (thirty) days from the date of rejection.

Regards



Md. Zahid Ibne Anwar
Head of General Services Division
Community Bank Bangladesh PLC.



BOQ FOR RENOVATION WORKS AT POLICE HEADQUARTER ATM BOOTH

SL NO	Item Description	Total Amount
A	PAINT WORK	
B	ELECTRIC WORK	
C	FURNITURE WORKS	
Total amount (including VAT & TAX)		

IN WORD:

Name of the Bidder :

Contact Person :

Contact Number :

Seal & Sign:



SL NO.	ITEMS	UOM	QUANTITY	RATE (including VAT & TAX)	AMOUNT (including VAT & TAX)
A. PAINT WORK					
1	PLASTIC PAINT : Plastic painting of 'Berger/ Elite brand of approved color to Plaster Surfaces minimum number of necessary coats with lime putty work, cleaning, damp surface treatment using Damp Guard/approved damp-proof coat, sand papering the surfaces in/c. necessary scaffolding etc. complete in all respect as per direction of Architect/ Authority. Rates must cover all necessary finishing until handing over of the premises.	sft	380		
2	POLISH WORK: Supplying and applying approved-quality wood polish/clear polish to existing wooden surfaces, including thorough surface preparation, sanding, cleaning, application of necessary sealer/putty and required number of polish coats, rubbing, smooth finishing, and all necessary materials, labor, tools, equipment and accessories, complete in all respects as per the approved color, shade, design, specifications, and instructions of the Bank Authority.	sft	85		
SUB TOTAL					
B. ELECTRIC WORK					
1	12W LED Panel Light (SUPER STAR/ENERGY +): Supplying, fitting and fixing 12W LED Panel Light of SUPER STAR/ENERGY+ brand and quality, complete with LED driver, suitable mounting accessories, necessary wiring, connectors, and all other required materials, labor, tools and accessories for proper installation and operation, complete in all respects as per the approved specifications and instructions of the Bank Authority.	PCS	6		
2	T5 LED Tube Light (SUPER STAR/ENERGY +): Supplying, fitting and fixing T5 LED Tube Light of SUPER STAR/ENERGY+ brand and quality, complete with LED driver, necessary mounting clips/brackets, connectors, wiring, and all other required materials, labor, tools and accessories for proper installation and operation, complete in all respects as per the approved specifications and instructions of the Bank Authority.	PCS	2		
3	4 Gang Switch (Legrand): Supplying, fitting and fixing 4 Gang Switch (Legrand) of approved quality, complete with modular switch plates, suitable mounting box, necessary wiring, connectors, screws, accessories, and all other required materials, labor, tools and accessories for proper installation and operation, complete in all respects as per the approved specifications and instructions of the Bank Authority.	PCS	1		
4	Multi Socket (Legrand): Supplying, fitting and fixing Multi Socket Outlet of Legrand brand and quality, complete with suitable faceplate, mounting box, necessary connectors, wiring, and all other required materials, labor, tools and accessories for proper installation and operation, complete in all respects as per the approved specifications and instructions of the Bank Authority.	PCS	1		

BOQ FOR RENOVATION WORKS AT POLICE HEADQUARTER ATM BOOTH

SL NO.	ITEMS	UOM	QUANTITY	RATE (including VAT & TAX)	AMOUNT (including VAT & TAX)
5	PVC MK Box: Supplying, fitting and fixing PVC Modular Switch Box (MK Box) of approved brand and quality, suitable for accommodating switches, sockets and other modular accessories, complete with necessary screws, fasteners, fittings, labor, tools and accessories, complete in all respects as per the approved specifications and instructions of the Bank Authority.	PCS	2		
6	1.5 RM Cable: Supplying, laying, fitting and fixing 1.5 RM (1.5 sq.mm) copper conductor electrical cable/wire of approved brand and quality, complete with necessary PVC insulation, cable dressing, termination, connectors, lugs, clamps, accessories and all required materials, labor, tools and equipment for proper installation and operation, complete in all respects as per the approved specifications and instructions of the Bank Authority.	RFT	200		
7	Electrical Line Conceal Work with Channel: Providing, laying, fitting and fixing electrical lines through concealed PVC channel, including necessary wall chasing/cutting, installation of suitable PVC channel, drawing and dressing of electrical wires/cables, bends, joints, connectors, clamps, fasteners and all necessary accessories, complete with making good the chased/cut surfaces, required labor, tools and equipment, in all respects as per the approved specifications and instructions of the Bank Authority.	JOB	1		
SUB TOTAL					
C.FURNITURE WORKS					
1	Full Height Cabinet: Supplying, fabricating, fitting and fixing full-height storage cabinet made of 18 mm approved-quality melamine-faced board, including internal partitions, adjustable shelves, shutters/doors, back panel, necessary edge banding, hinges, handles, locks, magnetic catches, screws, fasteners and all required hardware and accessories, complete with proper alignment, finishing and installation, in all respects as per the approved design, drawings, specifications, and instructions of the Bank Authority.	sft	25		
2	Printer Cabinet (Size: L-36" x H-30" x D-24"): Supplying, fabricating, fitting and fixing printer cabinet of size 36" (L) x 30" (H) x 24" (D), made of 18 mm approved-quality melamine-faced board, including one full-width internal adjustable shelf, providing two storage compartments, lockable shutter/palla, necessary edge banding, hinges, handles, locks, magnetic catches, screws, fasteners and all required hardware and accessories, complete with proper alignment, finishing and installation, in all respects as per the approved design, drawings, specifications, and instructions of the Bank Authority.	pcs	1		

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SL NO.	ITEMS	UOM	QUANTITY	RATE (including VAT & TAX)	AMOUNT (including VAT & TAX)
3	Officer Chair (Imported, well-established local manufacture, or equivalent): Specifications: Type: Premium Executive Officer Chair with High Back and Headrest Design: High Back and Headrest Material: High-quality stainless steel (SS) chair base Function: Revolving/swivel type for 360° mobility Seat & Back Upholstery: Material: Imported mesh fabric (Imported/well-established local manufacturer) Backrest: Breathable mesh for comfort and air flow Seat: High-density foam cushion with fabric upholstery Adjustability: Pneumatic height adjustment (gas lift) Backrest tilt/recline mechanism (as per approved model) Color: Black (final shade subject to approval) Headrest: Adjustable or fixed (depending on model), mesh/fabric-covered Armrests: Fixed or adjustable, made of durable PU or ABS. Delivery Location: Gulshan Branch. Complete as directed by Bank Authority.	pcs	1		
4	Visitor Chair: Supply, fitting and fixing of imported Low Back Cluster wheel, With Arm Rest, Fabric / PU upholstery, Mesh Back, Back adjustable, height adjustable, Caster Mounted (fixed), Approved Color, Durable Upholstery, as per design & direction of the Bank authority.	pcs	2		
5	Existing UPS Cabinet Repair Works: Repairing, servicing, and rectification of the existing UPS cabinet, including necessary dismantling, adjustment, replacement/repair of damaged components, alignment, tightening of hardware, surface cleaning, minor fabrication, and re-fixing, complete with all required materials, labor, tools, and accessories, as necessary to restore the cabinet to a proper functional and presentable condition, as per the instructions of the Bank Authority.	JOB	1		
SUB TOTAL					
GRAND TOTAL					

14'-0"

17'-0"

Printer Cabinet
with Side Table

3'

2'

ATM

ATM

Online Ups

FHC

3'-6"

9'-3"



I PROJECT I

Police Headquarter ATM Booth